

CLASSIFICATION TITLE: Co-op/Intern

PAYGRADE/SALARY RANGE: Varies

AGENCY: Department of Revenue/Finance and Administration Cabinet

WORK LOCATION: There will be 1 co-op/intern hired at each of the following locations: Ashland, Bowling Green, Frankfort, Corbin, Hopkinsville, Louisville, Florence, Owensboro, Paducah and Pikeville.

AGENCY COMMENTS: Constant interaction with the public in person and via telephone. Employment start date 1/3/2012.

GENERAL JOB DUTES: Receptionist, mail, clerical, limited cash/bank reconciliation duties.

MINIMUM REQUIREMENTS:

Enrolled on a full-time basis at an accredited Kentucky post-secondary school or other educational institution approved by the Kentucky Personnel Cabinet. Must be participating in a full-time cooperative education/ internship program and must receive at least 3 credit hours per semester.

OR

Enrolled full-time and be in their junior or senior year of high school and have been certified by their school as being enrolled in a program or course of study for which practical, on-the- job experience is an integral part.

OR

Enrolled full-time as a law student at an accredited law school.

And

Working toward a diploma, degree or certificate in a field that relates directly to the co-op/ intern position for which they are being considered.

In good standing with the school with at least a 2.5 grade point average. This grade point average must be maintained throughout the period the student is working in a co-op/intern position.

In compliance with state and federal child labor law requirements with respect to age and working hours. Co-op/Intern positions can be paid or unpaid positions

HOW TO APPLY: Complete an application at https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=20101&siteid=5031 and apply to the Co-op/Intern position. Once you have submitted your application, you will need to mail a copy of an unofficial transcript and a signed academic credit agreement form to the Co-op/Intern Coordinator [Rebekah Singleton](#).

Posted until filled